

EnerGov Case #: _____

\$500 FEE

(SUP for a telecommunications tower require an additional \$4,000.00 application fee)

SANFORD / LEE COUNTY / BROADWAY

SPECIAL USE PERMIT APPLICATION



115 Chatham Street, Suite 1, Sanford, NC 27330

919.718.4656

zoning@sanfordnc.net

A Special Use Permit is necessary when a proposed land use may have some consequences that warrant review by the Board of Adjustment. This review is to ensure that there will be no detrimental effects to surrounding properties, nor will it be contrary to the public interest.

In order to apply for a Special Use Permit, a completed application, the application fee, and all supporting documentation is required to be submitted to the Sanford/Lee County Zoning & Design Review Department at 115 Chatham Street, Suite 1, Sanford, NC. Information regarding the submittal requirements, deadline dates, and meeting dates is provided in a separate handout specific to each jurisdiction and is available upon request. In order for the Board of Adjustment to grant approval of a Special Use Permit, the applicant must provide all of the information required.

If the Board finds that all approval criteria have been met, they may impose reasonable conditions upon the granting of a Special Use Permit to ensure public health, safety, and general welfare. If the application is approved, the applicant may then proceed with securing all required local, state, and federal permits necessary for the endeavor (unless this information is required as part of a complete submittal). Failure to follow conditions set in the approval process would result in a violation of the Sanford / Broadway / Lee County Unified Development Ordinance (UDO).

For questions concerning this process, you may contact the Sanford/Lee County Zoning & Design Review Department, located on the 1st floor of the historic Buggy Building at 115 Chatham Street in downtown Sanford, NC. Business hours are Monday through Friday from 8AM until 5PM. Staff does require a pre-application conference with the applicant and property owner prior to accepting a Special Use Permit application so that we can fully explain the process and legalities associated with this request. For any additional questions you may contact Amy J. McNeill, Zoning Administrator, at 919-718-4656, ext. 5397 or amy.mcneill@sanfordnc.net.

TO THE BOARD OF ADJUSTMENT:

I hereby petition the Board of Adjustment to grant the following Special Use Permit request:

Applicant Information

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Property Owner Information (if different from applicant)

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Parcel Information

Location of Subject Property(-ies): _____

Lee County Parcel ID(s): _____

Deed Reference: _____ (submit a copy of the recorded deed with the application)

Survey Plat Reference: _____ (submit a copy of the recorded survey plat with the application)

Existing Use of Property: _____

Proposed Use of Property: _____

Current Zoning: _____ Total Site Acreage: _____

Land Uses of Adjacent Properties

North: _____

South: _____

East: _____

West: _____

General Requirements

The UDO imposes the following general requirements on the use requested by the applicant. Under each requirement, the applicant should explain, with reference to the attached plans where applicable, how the proposed use satisfies these requirements.

- 1. That the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved;

- 2. That the use meets all required conditions and specifications;

Site Plan Dimensional & Technical Details

The UDO also imposes general design standards and/or requirements on the use(s) requested by the applicant, such as required parking, landscaping, etc. The applicant should be prepared to demonstrate that, if the land is used in a manner consistent with the plans, specifications, and other information presented to the Board, the proposed use(s) will comply with the specific requirements concerning the following:

Nature of Use (type, number of units, and/or area):

Accessory Uses (if any):

Setback Provisions

Principal Use Front: _____ Side(s): _____ Rear: _____

Accessory Use Front: _____ Side(s): _____ Rear: _____

Height Provisions

Principal Use: _____ Accessory Use: _____

Other Considerations

Off-Street Parking and Loading Provisions (include calculations):

Signage Details (Size, Location, etc.; include rendering with dimensions):

Provisions for screening landscaping and buffering (if required to include on site plan):

Provisions for vehicular circulation and access to streets (an NCDOT driveway permit may be required):

Adequate and safe design for grades, paved curb & gutter, drainage systems, and treatment or turf to handle storm waters, prevent erosion, subdue dust:

An adequate amount and safe location of play areas for children and other recreational uses according to the concentration of residential property (if applicable):

Compliance with overlay zones including, but not limited to, the latest adopted Thoroughfare Plan:

Compliance with the Flood Damage Prevention Ordinance (if applicable):

Other requirements may be requested by the application or specified by the Board for protection of the public health, safety, welfare, and convenience:

Predefined Standards

The UDO may also impose specific standards and/or requirements unique to a specific use. If applicable, the applicant should be prepared to demonstrate compliance with these matters. Refer to the Unified Development Ordinance (UDO), Article 5 *Supplemental Development Regulations* for these requirements. Each standard should be addressed in the site plan submitted along with this application.

REQUIRED ATTACHMENTS / SUBMITTALS

- A) A completed Special Use Permit application. Completeness will be determined within 3 days from the date on which the application was received (incomplete applications/submittals will not be processed).
- B) A copy of the latest deed for the subject property as recorded at the Lee County Register of Deeds Office. Owners listed on the application must match the submitted deed and no person shall sign in place of the owner unless they are a registered agent of the owner and proof of this relationship must be attached.
- C) A \$500.00 application fee, payable to the City of Sanford, is required before processing the application.
- D) For projects within the City of Sanford's jurisdiction: **Ten (10)** copies of the site plan and all supporting documentation.
- E) For Projects within Lee County or the Town of Broadway: **Ten (10)** copies of the site plan and all supporting documentation.
- F) The submittal deadline is the first day of each month at 12:00pm/noon which enables the rezoning to be heard the following month (pending space on that month's agenda). The applicant will be notified of the date of their public hearing once the application has been deemed complete.

CERTIFICATION

I hereby acknowledge that the information contained herein is true. It is further understood that this application will be reviewed for completeness and accuracy and that it shall not be scheduled for official consideration until all required contents in proper form and the full amount of the fee submitted to the City of Sanford/Lee County Zoning & Design Review Department.

Signature of Applicant (Print & Sign)

Date

Signature of Applicant (Print & Sign)

Date

Signature(s) to be notarized below.

STATE OF NORTH CAROLINA
_____ COUNTY

I, _____, a Notary Public for _____ County and State of North Carolina do hereby certify that _____ personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the _____ day of _____, 20____.

Notary Public Signature

My Commission Expires: _____

Signature of Property Owner (Print & Sign)

Date

Signature of Property Owner (Print & Sign)

Date

Signature(s) to be notarized below.

STATE OF NORTH CAROLINA
_____ COUNTY

I, _____, a Notary Public for _____ County and State of North Carolina do hereby certify that _____ personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the _____ day of _____, 20____.

My Commission Expires: _____ Notary Signature: _____

STAFF USE ONLY

Date Received: _____ Fee Paid: Yes No Staff Signature: _____